



ADMINISTRATIVE MANAGER

North County Fire & Medical District

Administrative Manager Job Announcement

The North County Fire & Medical District is currently accepting applications for an exceptional administrative manager with strong oral and written communication skills. This is an excellent opportunity for a dynamic professional to become a valued member of an innovative, progressive, internationally accredited, ISO Class 1, and award winning public safety team who places a high value on customer service.

The District provides emergency and non-emergency services to an approximately 90 square mile area including the communities of Sun City West, Wittmann, and many other unincorporated portions of Northern Maricopa County, Arizona. District services are currently provided from 5 fire stations which are staffed 24 hours a day, along with an administrative facility. The District's team includes approximately 150 employees and 50 active Fire Corp volunteers, who provide fire and emergency medical services, as well as emergency and inter-facility ambulance services and integrated community health services.

The District is seeking an adept administrative leader to perform administrative and supervisory work involving planning, organizing, and directing organizational administrative functions.

Compensation:

Annual Salary Range: \$44,266 - \$62,286 DOQ

Work Hours:

Monday - Thursday: 7:00 a.m. to 5:00 p.m.

Benefits:

The District offers an excellent comprehensive benefits package including medical, dental and vision coverage; life insurance; Arizona State Retirement System pension; District contributions to Deferred Compensation Plan (401A) and Post Employment Health Plan (PEHP); voluntary Deferred Compensation (457); tuition reimbursement plan; uniform and cell phone allowance; employee assistance plan (EAP); and competitive Personal Time Off (PTO) package.

Minimum Qualifications:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty as listed in the job description.



North County Fire & Medical District



RECRUITMENT TIMELINE

APPLICATION PERIOD OPEN:

December 14, 2016

APPLICATION PERIOD CLOSES:

When Position is filled

Questions regarding this position or the hiring process should be directed to the District's Human Resource office at (623) 544-5400.

Minimum Education/Experience:

- High school diploma or general education degree (GED) required, AND
- Bachelor's Degree in Business Administration, Public Administration, or closely related field; and a minimum of five years' experience in administrative management, is desired.
- Demonstrated computer abilities.
- Must possess and maintain a valid State of Arizona operator's license with a good driving history.

Selection Criteria:

May include any or all of the following: Formal application; review of education and experience; written examination or assessment center; oral board(s); background/driver's license verification and check; and conditional offer of employment psychological testing, physical exam, and/or drug screen.

Application Process:

Position information, job requirements, job application and testing process information will be provided on the North County Fire & Medical District website only at www.ncfmd.az.gov. Completed application packets will be accepted at the District's Administrative Office, until the position is filled:

Office Address: North County Fire & Medical District
18818 N. Spanish Garden Drive
Sun City West, Arizona 85375

Office Hours: 7:00 a.m. to 5:00 p.m. Monday - Thursday

Application materials must be submitted in person or by mail.
Incomplete application packets will not be accepted.

Applicants requiring accommodation for a disability should contact the Fire District's Human Resources Office at (623)544-5400. The North County Fire & Medical District supports a drug/tobacco free workplace and is an Equal Employment Opportunity Employer.

For more information or to apply, please visit:

www.ncfmd.az.gov